



STATE OF ARKANSAS
**Department of Finance
and Administration**

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M E M O R A N D U M

TO: All State Agencies and Cooperative Purchasing Participants

FROM: Beth Mullins, CPPB

SUBJ: Customer notices regarding special delivery surcharges on Section I and discontinuation of Luna Coated brand on Section VI

DATE: August 3, 2006

RE: All sections: Pages 9-10 of the Word contract SP-05-0299 outlines possible surcharges applicable to delivery locations which qualify for special inside delivery rather than "normal" inside delivery. Unisource Paper in the past has determined surcharges on a case by case basis. We have been notified by Unisource Paper that any delivery which requires breaking full pallets and delivering individual cartons by use of a two-wheeler or hand truck device will incur an across the board additional \$.90/per carton charge. Deliveries which can be accomplished by the use of a pallet jack will not be affected, even if full pallets are not ordered.

RE: Section VI, Coated Stock: Printing Papers, Inc. has notified us that the Luna brand by Domtar has been discontinued by the mill. Luna inventory stock will be provided until depletion, at which time Titan brand will be substituted for the remainder of this contract with the same pricing applying with exception of Item #62 which is being deleted from the contract due to lack of a substitute. Agencies requiring #62 item will need to purchase using normal purchasing practices.

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